

DD/M&S Registry
File *Personnel 5*

DD/S 73-0775

ADMINISTRATIVE - INTERNAL USE ONLY

2 MAR 1973

MEMORANDUM FOR: Director of Personnel

SUBJECT : Personal Rank Assignments

REFERENCES : (a) Memo dtd 3 Jul 72 for Heads of Career Services
frm D/Pers, subj: Review of Personal Rank
Assignments

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25X1

(c) Memo dtd 9 Jan 73 for Directors of Commo,
Finance, Log, Medical Services, Security
& Training w/cc to D/Pers, frm DD/S,
same subj

1. I have completed a review of the annual reports submitted by the Support Directorate offices on Personal Rank Assignments. Advance copies of the individual office reports were previously forwarded to your Staff Personnel Division. It should be noted that the report submitted by the Office of Training included 22 officers from other Directorate career services assigned on the OTR staffing complement. These careerists should not be included in any report on Support Directorate PRA's. In addition, two Finance careerists (Messrs. Reetz and Meloon) were included in both the Security and Finance reports.

2. In reviewing the Support Directorate offices' reports, I have noted that the total number of PRA's is 279, or 5.36 per cent of the Directorate career service personnel strength. Of the 279 PRA's, 166 will be resolved within 1973, 55 will be resolved within 1974, and 10 will be resolved in 1975, leaving a balance of 38 which, I believe, represents a rather insignificant problem. Regarding the length of the PRA's, 132 are one year or less, 84 are two years, 47 are 3 years, 5 are 4 years and 11 are 5 years or more.

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MORI/CDF Pages 4 & 5

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3. I share your concern about PRA's and particularly PRA assignments in excess of a two-year period. I plan to discuss the PRA situation with the Support Directorate Office Heads in the very near future. At that time I plan to show how each career service relates to the over-all Directorate position, with particular emphasis on what action we must take to better our present PRA position.

/s/ Robert E. Wattles

for John W. Coffey
Deputy Director
for Support

O/DDS:GWO:sm (1 Mar 73)

Distribution:

Orig & 1 - Adse

✓ 1 - DD/S Subj

1 - DD/S Chrono

1 - ACMO/DDS

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REGISTRY
FILE Personnel 5

DD/S 73-0077

1 JAN 1973

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Security
Director of Training

SUBJECT : Personal Rank Assignments

REFERENCES : (a) Memo dtd 3 July 72 for Heads of Career Services
fr D/Pers, subj: Review of Personal Rank
Assignments

(b)

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1. Reference (a) asked for your cooperation and assistance in improving the Agency position with regard to Personal Rank Assignments (PRA) through a strengthening of the PRA review and reporting system. In this same memorandum you were asked to conduct an annual review of your PRA's and report the results to the Office of Personnel by 1 February 1973.

2. As I share the concern expressed by the Director of Personnel about PRA's and particularly PRA assignments in excess of a two-year period, I ask that your annual report for the Office of Personnel be forwarded to this office by 19 January 1973. I will then be able to see precisely what the total Directorate position is. I am particularly interested in information about the steps being taken to correct PRA's. Your report should include the employee's name, grade, position grade, the length of time in a PRA and the action planned to correct the PRA.

for Robert H. Watling
John W. Coffey
Deputy Director
for Support

cc: Director of Personnel (Note on DD/S cys only: forwarded to D/Pers w/note:
Draft by DDS/CMO:GWO "FYI and compliance with para 2.")

ADD/S:RSW/ms (9 Jan 73)

Distribution: 1 - DD/S Chrono 1 - RSW Chrono

Orig - D/CO 1 - DD/S Subject, w/cy of Ref (a) (DD/S 72-2642)

1 - Ea Other Adse 1 - DDS/CMO, w/cy of Ref (a) + DD/S 72-4479

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72-26117

3 JUL 1972

MEMORANDUM FOR: Heads of Career Services

SUBJECT : Review of Personal Rank Assignments

1. I am writing to ask your cooperation and assistance in improving our position with regard to Personal Rank Assignments (PRA) through a strengthening of the PRA review and reporting system.

2. The PRA mechanism was established to provide a degree of operating flexibility that would enable Career Services to utilize and develop their people in ways and under conditions that otherwise might not be possible. In addition, if promotions are based on competitive evaluations it is inevitable that some individuals will be promoted into a PRA situation. I believe the concept has proven to be useful but there are problems which we must recognize and resolve.

3. Over five percent of our total work force is currently assigned on a PRA basis, representing a substantial investment of both manpower and funds. Of much greater significance, however, is the length of time an employee remains in a PRA status. The circumstances of such assignments are normally of a short-range nature and generally should be resolved within a two-year period; however, more than 100 employees now serving on PRA's have been in this status for more than three years.

4. The record suggests that there should be a greater effort to reduce the duration of individual PRA's with particular emphasis on those assignments exceeding three years. It is requested, therefore, that each Career Service conduct an annual review of its PRA's, as provided in HR [] and that the results be reported to the Office of Personnel by 1 February 1973. This advance notice is intended to provide sufficient time to analyze individual problems and to develop plans and courses of action for their resolution.

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Harry B. Fisher
Director of Personnel

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